

ALTERNATIVE EDUCATION DATA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Alternative Education or designee, update and maintain the student information systems for alternative education sites and programs in relation to attendance, scheduling, school configuration, guidance, and intervention; create computer-generated records and reports; perform attendance accounting functions to assure accurate accounting of student attendance; provide support and information to district staff, school site personnel, students and the public.

REPRESENTATIVE DUTIES:

- Update and maintain the student information system for the designated alternative education site and programs, including but not limited to, school info, school set-up, school configuration, scheduling, guidance, and intervention. **E**
- Create, maintain, and generate a variety of computerized reports and records for alternative education programs including guidance/intervention, attendance, schedules, locator cards, and other required/requested records; distribute reports to appropriate site and district staff. **E**
- Create and input class codes and input schedules for designated Alternative Education sites and programs. **E**
- Coordinate and maintain accurate attendance and scheduling processes between crossover programs and concurrent enrollment programs. **E**
- Create data queries and maintain a variety of records for Alternative Education as requested. **E**
- Provide support and information to district staff, school site personnel, students and the public as requested. **E**
- Perform technical attendance accounting duties to assure accurate accounting of student enrollment and attendance for daily, monthly, and annual ADA reporting. **E**
- Input and generate attendance data and distribute attendance reports as required; reconcile and adjust attendance reports; submit reports to District office and appropriate personnel as directed. **E**
- Prepare queries and reports to assist in the monitoring and documentation of truancy and truancy intervention. **E**
- Operate various computers and software systems, printers, copiers, facsimile, scantron and other office machines or equipment as assigned. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Methods and procedures of operating assigned computers, software systems and peripheral equipment.

Principles and practices of student information systems, data processing, entry, and control.

Record-keeping techniques.

Alternative education technical systems and Ed. Code.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Accounting principles, methods, and terminology.

Policies and objectives of assigned department.

Modern office practices, procedures, and equipment.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform technical duties in the maintenance and generation of various Student Information Systems records and reports.
Operate a computer terminal and peripheral equipment properly and efficiently.
Make minor repairs on systems and printers.
Work independently with little direction.
Understand and follow oral and written directions.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Determine appropriate action within clearly defined guidelines.
Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Perform mathematical calculations with speed and accuracy.
Plan and organize work.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving extensive use of computer databases and student information systems.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing, or pulling moderately heavy boxes of paper.
Bending at the waist, kneeling, or crouching.

5/15/23
SMJUHSD
Range 22